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13 Apr 1959

MEMORANDUM FOR THE RECORD

SUBJECT: Progress Report to Date. Management Implementation of the Controlled Maintenance Program, Public Works Branch (Maintenance Section) [REDACTED] (Project No. 8-12-B)

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1. The progress achieved in implementing the controlled maintenance program at [REDACTED] is:

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- a. Wrote "Controlled Maintenance Handbook" with attached process charts, describing the controlled maintenance procedures - Completed.
- b. Procedure for scheduling specific job orders - Designed and Installed.
- c. Procedure for processing job orders - Designed and Installed.
- d. Work center backlog reporting - Designed and Installed.
- e. Cost Accounting system - Designed. Being installed. The first accounting reports will be prepared in May.
- f. Design and preparation of test forms for the cost accounting system, (coordinated with Forms Management Branch) - Completed.
- g. Space analysis and layout of the new Public Works and Maintenance Section Offices - Completed. Move has been accomplished.
- h. Facilities Inventory - Completed. Management Staff recommended method of conducting inventory and forms to be used; the Station Engineer supervised the men who conducted the physical inventory.

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1. Work request log and job order log - Designed and Installed.
2. Files and records - Management phase completed by Records Management Staff representative; the Administrative Assistant will bring the files up-to-date.
2. Work remaining to be done:

Item

Responsibility

- | | |
|---|--------------------------------|
| a. Test controlled maintenance procedures, and forms for a 6 months period. | - Sta. Engr. |
| b. Review procedures and forms after test period. | - Mgt/S |
| c. Application of controlled maintenance procedures to other stations after the 6 months test period. | - Real Estate & Const. Div, OL |
| d. Preparation of Job Descriptions. | - Sta. Engr. |
| e. Preparation of Statements of Missions and Functions of main components of the Public Works Branch | - Sta. Engr. |
| f. Review of T/O and Staffing Pattern in 1 year | - Mgt/S |

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NOTE: Mr. [REDACTED] made major contributions to items 1 e, f, and i; and to the initial planning of the [REDACTED] steps.

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